

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes  
December 11, 2025

**Present:** Board Members Judy Starr, Dawn Tolchinsky, Matt Connors, Kristine Thompson, Heather Tromba, and Julie Ziemak; Library Director Katie Ringenbach and Fiscal Officer Marie Schwindl; no public attended.

The meeting was called to order at 7:00PM by Judy Starr.

## **Meeting Minutes:**

**64-2025** Dawn Tolchinsky moved to accept the November 20, 2025 meeting minutes as corrected. Matt Connors seconded the motion and the resolution was passed unanimously by the Board.

## **Financial Statement:**

Discussion took place regarding the financial statements for November 2025, Attachment A.

**65-2025** Heather Tromba moved to accept the November 2025 Financial Statements. Julie Ziemak seconded the motion and the resolution was passed unanimously by the Board.

## **Fiscal Officer's Report:**

**Donations:** 36 donations totalling \$26,409.50 were received since the November 2025 Board Meeting. Nine donations exceeded 249; Dave and Karen Braun \$500, John and Debra Epprecht \$500, Dr. Joseph Belhobek \$4,000, John and Janice Cipolla \$250, Jay and Sue Giles \$300, Bob and Carol Varga \$250, Steve Macek \$16,000, Barry and Marcia Owen \$500, and Grace L. Cone Trust Fund \$1,689.50.

**66-2025** Dawn Tolchinsky moved to accept the donations exceeding \$249 as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

## **Directors Remarks:**

**Statistics:** The back door counter is not working. Estimates will be used for November and December. Overall in terms of circulation the Library is down 7.3 percent.

**Staffing Update:** Becca Roeglers was hired as Circulation Clerk on December 3.

**Delayed Opening:** December 2 opening was delayed until 11:00AM due to inclement weather.

**Early Closure:** December 10 closed at 7:00PM due to inclement weather.

**Strategic Plan Update:** The new 2026 Strategic Plan survey will be online, as well as paper copies in the Library. In 2019 there were 202 respondents; the 2026 Plan survey will be left up January and part of February.

**Board Re-Appointment:** Julie Ziemak has been officially re-appointed to the Burton Public Library Board for a four-year term ending December 31, 2029.

**Unfinished Business:**

**\*Executive Session: Compensation of a Public Employee**

**67-2025** Dawn Tolchinsky moved to enter Executive Session at 7:18PM for the purpose of discussing compensation of a public employee. The motion was seconded by Kristine Thompson and the resolution was passed by the following roll call vote:

Dawn Tolchinsky – Yes	Kristine Thompson – Yes	Julie Ziemak – Yes
Heather Tromba – Yes	Matt Connors – Yes	Judy Starr – Yes

The Board came out of Executive Session at 7:33PM.

**68-2025** Dawn Tolchinsky moved to give Marie Schwindl, Fiscal Officer, an increase to her base salary in the amount of \$4,434 (\$2.66 per hour), with the first full pay period of January 2026 (January 4-17). The motion was seconded by Kristine Thompson and the resolution was passed by the following roll call vote:

Dawn Tolchinsky – Yes	Kristine Thompson – Yes	Julie Ziemak – Yes
Heather Tromba – Yes	Matt Connors – Yes	Judy Starr – Yes

**New Business:**

**\*Holiday Party:** The Holiday party will be held on January 14, from 12:00PM to 2:00PM.

**Fund Drive Update:** To date the Fund Drive has received \$16,540 from 68 donors.

**Public Comments:** No public present.

**69-2025** Julie Ziemak moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The meeting was adjourned at 7:48PM.

Respectfully submitted,  
Marie Schwindl  
Fiscal Officer

_____	President
_____	Secretary
_____	Fiscal Officer